



# CITY OF HOUSTON

## Job Posting

	<div>* CORRECTION *</div> <div>* CORRECTION *</div> <div>* CORRECTION *</div>
1	<div>Applications accepted from:</div> <div>ALL PERSONS INTERESTED</div>
2	<div>Job Classification</div> <div>SYSTEMS SUPPORT ANALYST III</div>
3	<div>Posting Number</div> <div>PN# 106406</div>
4	<div>Department</div> <div>Finance and Administration</div>
5	<div>Division</div> <div>Strategic Purchasing Division</div>
6	<div>Section</div> <div>High Technology Procurement</div>
7	<div>Reporting Location</div> <div>901 Bagby</div>
8	<div>Workdays &amp; Hours</div> <div>M - F; 8 a.m. - 5 p.m.*</div>
	<div>*Subject to change</div>
9	<div>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</div> <div>Performs various professional activities necessary to the operation of the data center. Provides desktop support in a network environment including Windows XP and Microsoft Office Suite. Works independently on complex tasks involving systems software choice, installation and maintenance, modified performance enhancement and problem diagnostics. Initiates projects and maintenance of systems software in a large multi-user environment. Acts as a liaison with the computer manufacturer or software vendors. Prepares standards and procedures with respect to system software and provide hardware and software support. Analyzes financial data, performance measures and generates reports. Develops and make available online electronic catalogs for City departments.</div>
10	<div>WORKING CONDITIONS</div> <div>Position is physically comfortable; individual has discretion about walking, standing, etc.</div>
11	<div>MINIMUM EDUCATIONAL REQUIREMENTS</div> <div>Requires a Bachelor's degree in Business, Mathematics, Engineering, Computer Science, Economics, or a closely related field.</div>
12	<div>MINIMUM EXPERIENCE REQUIREMENTS</div> <div>Three (3) years of experience in data communications analysis and design, programming systems design and maintenance, operating systems software support or a closely related field is required. Directly related experience may be substituted for the education requirement on a year-for-year basis.</div>
13	<div>MINIMUM LICENSE REQUIREMENTS</div> <div>None</div>
14	<div>PREFERENCES</div> <div>Preference will be given to applicants with strong analytical skills and experience in web tools, HTML, ASP.net, Visual Studio.net and good dBase experience. Desktop support and web experience required.</div>
15	<div>SELECTION/SKILLS TESTS REQUIRED</div> <div>None</div> <div>However, Department may administer a skill assessment evaluation.</div>
16	<div>SAFETY IMPACT POSITION</div> <div><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</div> <div>If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.</div>
17	<div>SALARY INFORMATION</div> <div>Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range is:</div> <div><div>Salary Range – Pay Grade 22</div><div>\$1,277 - \$1,885 Biweekly      \$33,202 - \$49,010 Annually</div></div>
18	<div>OPENING DATE</div> <div>August 17, 2005</div>
19	<div>CLOSING DATE</div> <div>Open Until Filled</div>
20	<div>APPLICATION PROCEDURES</div> <div>Original applications and resumes only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, First Floor. Successful candidates will be notified of their application status. All new hires and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. TDD is (Telephone Device for the Deaf) 713-837-9471.</div> <div>An equal opportunity employer</div>